



City of Rogers
Community Room
Mail: 22350 South Diamond Lake Road
Location: 21201 Memorial Drive
Rogers, Minnesota 55374
Phone: 763.428.0939
<http://rogersmn.gov/community-room>

ROGERS COMMUNITY ROOM

BANQUET ROOM RENTALS

RENTAL FEES

		<u>Rogers Resident</u>	<u>Non-Resident</u>
Sunday - Thursday	1-99 Guests	\$150	\$200
	100-199	\$250	\$300
	200 +	\$350	\$400
Friday	\$650	\$750
Saturday	\$800	\$900

Room Rentals Include: Room setup, coffee, sound system and outside patio area.

Kitchen Fee: Potluck \$25 **Catered / Prepared on-site:** 1-150 people: \$75 > 150 people: \$150

REFUNDABLE DAMAGE DEPOSITS

- \$100 - Required for all events
- \$300 - Required for all events 100 guests or more
- \$400 - Required for all events serving alcohol

RENTAL HOURS:

Monday - Thursday	7 am - 10 pm
Friday & Saturday	7 am - 1 am
Sunday	10 am - 10 pm

(Early entry time or late exit times may be permitted by prior approval only)

PRORATED SETUP FEES

The City's policy is to rent the room if another party is interested in using the facility on the day before a large event. IF the room has not been booked one (1) month prior to your rental date, you may reserve the facility for setup the day before.

**** Setups before 1pm are subject to staff availability ****

** Before 1 pm	\$125
By 1 pm	\$100
By 2:30 pm	\$75
By 4 pm	\$50

CANCELLATION POLICY

6 Months or more from rental date	- 50%	of Rental Fee Retained
5 Months to 90 days from rental date	- 75%	of Rental Fee Retained
0 - 90 days before rental date	- 100%	of Rental Fee Retained

ADDITIONAL RENTAL ITEMS AVAILABLE:

Portable Screen (6' x 6')	\$10
Easel with whiteboard, notepad & markers . . .	\$10
TV/VCR/DVD Player (27" screen)	\$20
Projector & Screen	\$50
Wall mounted 70" TV	\$60

Decorations:

The renter is allowed to decorate the facility in accordance with the decorating guidelines. Anything above 6 feet or that requires a ladder, must be done through a decorating company. The City of Rogers contracts through *We've Got It Covered*. A \$100 fee applies for using a decorating company other than our own.

The "Rental Fee" is due with reservation to secure event date.

For events scheduled more than one year in advance, 50% of the fee is due to reserve the room with full payment due one (1) year prior to the event.

All additional rental fees, including damage deposit and security fee are due two (2) weeks prior to event.

- Please Note: Damage deposits will be refunded after an inspection of the facility has been completed following the event.
- All refunds must go through the "Bills & Claims" process and approved at the City Council meetings held the 2nd & 4th Tuesday of each month.

Short Notice Reservations:

If scheduling a Friday or Saturday rental within 60 days of date, you are allowed to reserve for half the rate. If scheduling within 30 days, a Friday or Saturday rental can be reserved for the Sunday—Thursday rate.

For LIQUOR SERVICE please contact Gary at *Rogers Wine and Spirits*: 763-428-0163

SECURITY: For all events serving alcohol, the City requires a security officer on duty. The fee is \$33 per hour (minimum of 4 hours/\$132).
